



UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS BASES

814 RADFORD BOULEVARD

ALBANY, GEORGIA 31704-1128

MCLOGBASO 4650.1

A450

28 May 99

Marine Corps Logistics Bases Order 4650.1

From: Commander
To: Distribution List

Subj: STANDING OPERATING PROCEDURE (SOP) FOR MOVEMENT OF MARINE
CORPS SPONSORED PERSONNEL UNDER THE SINGLE PASSENGER
RESERVATION SYSTEM (SPRS)

Ref: (a) Joint Travel Regulations, Volume II
(b) DoD 4515.13R
(c) DoD 5030.49
(d) MCO 4650.30K
(e) MCO 4630.11A
(f) MCO 4631.9G
(g) MCO 1300.8R
(h) MCO P1000.6F
(i) MCO P4600.7C
(j) MCO 4600.9
(k) MCO 5512.4N
(l) Joint Federal Travel Regulations, Volume I

Encl: (1) Definitions Related to Air Movement of Personnel
(2) Port Call Request Procedures
(3) Personnel Movement Procedures
(4) Transportation of Privately-Owned Weapons and
Ammunition by Air Mobility Command (AMC) Aircraft
(5) Request for Port Call

1. Purpose. To provide instructions and guidance for overseas movement of Marine Corps-sponsored personnel from Marine Corps Logistics Bases, Albany, Georgia, under the SPRS.

2. Cancellation. BO 4650.4D

3. Summary of Revision. This revision contains a substantial number of changes and must be completely reviewed.

4. Information

a. References (a) through (l) establish the overall transportation policy for the overseas government-sponsored movement of these personnel. The movement of Marine Corps-sponsored passengers from this Base will be performed in strict

MCLOGBASO 4650.1

28 May 99

adherence to the policies and guidelines set forth, except where specific permission has been granted to deviate from policy on a case-by-case basis.


b. The instructions and procedures outlined in enclosures (1) through (5) apply to the overseas movement of all Marine Corps-sponsored passengers traveling incident to official orders or travel authorizations.

5. Action

a. Director, I&L Division (A450). Establish and implement procedures for administering and monitoring the SPRS per the Order and references (a) through (1).

b. Commanding Officer, Headquarters Battalion (A203). Ensure port call requests are submitted in a timely manner in the format as prescribed herein.

6. Applicability. This order is applicable to the Blount Island Command.


G. J. VARELA
Chief of Staff

Distribution: E
BIC (5)

DEFINITIONS RELATED TO AIR MOVEMENT OF PERSONNEL

1. Port Call. A directive containing instructions on transoceanic transportation arrangements. The port call shall include one or more of the following:
 - a. Flight assignment, including departure terminal, scheduled departure time and date, reporting time and place requirement, flight number and carrier.
 - b. Transportation instructions for onward travel from the overseas arrival Aerial Port of Debarkation (APOD) to the destination.
 - c. Authority to use commercial transportation.
 - d. Transportation documents or instructions pertaining thereto.
2. CONUS. The 48 contiguous states and the District of Columbia. Does not include Alaska and Hawaii.
3. Detaching Activity. For personnel under PCS orders, the Marine Corps activity on whose rolls the individual is administratively carried, regardless of the activity which normally effects or provides transportation support.
4. Dependent. A member's spouse; a member's unmarried child under 21 years of age; a member's unmarried child who is under 23 years of age who is enrolled in a full time course of study in an institution of higher education approved by the Secretary concerned for the purposes of this definition, and is in fact, dependent on the member for more than one-half of his or her support; a member's unmarried stepchild under 21 years of age; a member's unmarried child 21 years of age or over who is incapable of self-support because of mental or physical incapacity, and is, in fact, dependent on the member for over one-half of his or her support; a member's parent and a spouse's parent, step-parent, parent of the member or spouse by adoption; or any other person who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became 21 years of age who is in fact, dependent on the member for more than one-half of his or her support, and has been dependent for a period prescribed by the Secretary concerned, or became so dependent due to a change of circumstances arising after the member entered on active duty and the dependency of the parent on the member is determined on the basis of a affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary concerned.
5. APOD. Aerial Port of Debarkation.
6. APOE. Aerial Port of Embarkation.

ENCLOSURE (1)

MCLOGBASO 4650.1

28 May 99

7. Baggage. All baggage carried by or accompanying a passenger on an aircraft.

8. Checked Baggage. All baggage accepted and checked for a flight at the time a passenger is processed. It is normally stored in the aircraft so as not to be available to the passenger during the flight.

9. Hand Baggage. All baggage carried aboard the aircraft by a passenger, such as cosmetic cases, briefcases, shaving kits, small cartons, boxes and packages, and is available to the passenger during the flight.

10. Baggage Allowance. The normal baggage allowance is three pieces unless excess is authorized in basic orders. Two pieces may be checked free. Each piece may not exceed 62 linear inches (the sum of width, plus length, plus height). A third piece, not to exceed 45 linear inches, may be hand-carried aboard the aircraft. Standard B-4, duffel or sea-bag will be accepted as one free piece, regardless of size or weight. At Air Mobility Command (AMC) aerial ports, the personal excess (size/weight) will be paid for by the passenger. At commercial gateways, excess baggage will be assessed by the commercial carrier. Each dependent is authorized two pieces of checked baggage (140 pounds) and one piece of carry-on baggage.

11. Category "B" Service. AMC procured, chartered, commercial service.

12. Category "M" Service. Travel on military aircraft (cargo).

13. Category "Z" Service. Procured seat on a regularly scheduled commercial airline, and ticketed by an Automated Government Transportation Request (AGTR).

14. Circuitous Routes. Travel by a route other than the one that would normally be prescribed by a transportation officer between the places involved.

15. Regular Passenger. Marine Corps sponsored military personnel, civilian employees, and dependents traveling incident to competent orders or travel authorization.

16. Show Time. The time designated by the Passenger Transportation Officer for passengers to report to the air terminal for processing, normally 1 1/2 hours prior to scheduled flight departure.

17. Space Available. That space offered which is surplus after all space-required traffic has been accommodated and which would otherwise remain unused aboard AMC flights.

ENCLOSURE (1)

PORT CALL REQUEST PROCEDURES

1. Procedures and requirements are dependent on the status of the individual and the purpose of travel. Procedures and requirements follow:

a. Port Calling or Submitting Headquarters. Port call requests will be submitted, in the format contained as enclosure (5), to the Passenger Control (PCP) by the Base Military Personnel Officer. Instructions for completion of port call requests are contained in reference (e).

b. Submission Dates. Port Call requests will be submitted not earlier than 90 days and not later than 60 days prior to the first day of the month in which travel will commence, in all cases except for personnel on TDY/TAD orders and special cases specifically mentioned in this Order. Failure to promptly submit a port call request within this time frame can result in both delays for the traveler and extra cost for the Marine Corps.

c. Passport Requirements. Per reference (k), civilian and military personnel, or their dependents, requiring passports will be instructed to report to the PCP, Building 3600, 90 days prior to travel, for submission of a DD 1056 (Authorization to Apply for a "No-Fee" Passport and/or Request for Visa) and a passport application.

2. Permanent Change of Station Travel (UNACCOMPANIED). Requests submitted to the PCP will include the following documents:

a. Port call request data items, enclosure (5).

b. Additional documentation as required for special cases. Joint Travel Regulations, Volume II, reference (b), and Joint Federal Travel Regulations, Volume I, refer.

3. Permanent Change of Station (ACCOMPANIED). Dependents of a member who is to be stationed outside the United States, incident to the member's assignment thereto, are authorized transportation at government expense to the overseas command. Requests will include:

a. Port call request/action form completed by the Base Military Personnel Officer, enclosure (5).

b. A certified true copy of the Dependency Application (1751), NAVMC 10922.

ENCLOSURE (2)

4. TAD and TDY Travel. Per reference (k), Deputy Commander; Chief of Staff; Comptroller; Centers/Departments/Division Directors; Commanding Officer, Headquarters Battalion; and Commanders/Officers in Charge of Tenant Activities are requested to submit requirements for overseas TAD/TDY travel to the PCP, Building 3600, no later than 90 days prior to travel. The request will include personnel traveling, specific destinations/commands to be visited, expected dates of travel, and nature of mission. Travelers will be required to report to the PCP for submission of a DD1056 (Authorization to Apply for a "No-Fee" Passport and/or Request for Visa) and a passport application.

5. Circuitous Travel. Circuitous travel routes may be used when necessary to provide satisfactory services to meet military requirements. Travelers will not be furnished transportation by circuitous routes at government expense for personal convenience.

6. Cancellation of Port Call Request. A cancellation of a port call request must be accompanied by a letter from the Military Personnel Officer, explaining the reason for cancellation. The cancellation must be submitted to reach the PCP at least 48 hours prior to flight time. In the event the cancellation letter will not reach the PCP prior to the 48-hour deadline, a telephone cancellation with a written follow-up is acceptable. Failure to notify the PCP of a cancellation at least 48 hours prior to flight departure may result in a chargeable NO SHOW.

7. Detaching Requirements

a. Prior to detachment, all Marines will be require to check out with the PCP to obtain transportation endorsements, tickets, passports (if applicable), and travel instructions. When reporting to the PCP, a change of station orders with all endorsements must be presented to obtain transportation arrangements.

b. Marines shall not be detached prior to receipt of reply to port call. The PCP may authorize detachment without a port call when every effort has been expended to obtain flight reservations within the travel performance period. The issuance of authorizations to detach personnel without port calls will be held to a minimum and will be issued only when failure to do so would cause a hardship to the member and/or the member's dependents. When personnel are detached without port calls, the PCP will:

(1) Obtain a flight reservation for the passenger as soon as possible and furnish a reply to the Base Military Personnel Officer for modification of orders.

MCLOGBASO 4650.1
28 May 99

(2) Forward modification of orders, along with transportation documents and instructions, to the traveler at the traveler's leave address.

c. Upon confirmation of port call, the PCP will notify the member's new duty station of the estimated time of arrival (ETA), including the flight number, APOD, and any changes thereto.

ENCLOSURE (2)

PERSONNEL MOVEMENT PROCEDURES

1. Check-in. Marine Corps-sponsored travelers must "check in" with the Marine liaison at the appropriate air terminal at the prescribed show time (paragraph 16 of enclosure (1)) with the following items:

- a. Original orders or copy of original orders.
- b. Immunization record.
- c. Passport/Visa (if applicable).
- d. Transportation endorsements as provided by the PCP.
- e. Additional documents as may be required.
- f. Baggage.

2. Baggage Allowance. The free baggage allowance for personnel traveling overseas on PCS/TAD orders, without regard to grade or rate, has been established at three pieces (paragraph 10 of enclosure (1)). If the order writing or delivering activity determines that an additional baggage allowance is necessary and justified for overseas travel, it may be granted per reference (f). The authority for additional baggage allowance must be shown in the member's orders. Dependents will not be authorized an additional baggage allowance.

3. Appearance and Conduct. Detaching commands are responsible for briefing travelers as follows:

a. Travelers are authorized to wear appropriate civilian attire, per MCO P1020.34, when traveling on AMC Category "B" missions or commercial aircraft. Personnel will wear as authorized Travel Uniform on all AMC Category "M" military or organic aircraft missions.

b. Personnel who are unruly, drunk, under the influence of drugs, or who may create a hazard to the safety of the aircraft, will not be permitted to board the aircraft.

c. Military personnel failing to meet prescribed standards of appearance and conduct will be removed from their aircraft. In cases of a difference of opinion in a particular case as to what constitutes acceptable appearance or conduct, the decision of the

ENCLOSURE (3)

MCLOGBASO 4650.1
28 May 99

Marine Passenger Transportation Officer or designated representative will prevail within the Marine Corps channels.

4. Customs Inspections

a. Personnel departing CONUS for overseas via AMC aircraft will undergo a customs inspection at the passenger terminal, prior to boarding the aircraft.

b. To preclude inconvenience and possible criminal charges against travelers, commanding officers will instruct personnel in the provisions of reference (c) pertaining to customs inspection requirements.

c. Personnel may not transport drugs unless authorized to do so in writing.

d. All gifts and parcels will be opened and inspected by customs officials.

e. Privately-owned firearms and ammunition may be transported aboard AMC aircraft per reference (c) and enclosure (4) of this Order.

f. Additional information concerning customs regulations may be obtained from the Customs and Immigrations Sections, AMC terminal.

5. Emergency Leave Personnel. Active duty military personnel in receipt of emergency leave orders are entitled to priority "1" movement by AMC or organic military aircraft. Such personnel will report with emergency leave orders, immunization record, ID card, and in proper uniform, to the PCP or the duty officer after normal working hours.

6. Space Available Travel

a. Eligibility. The following personnel are eligible to use space available travel:

(1) Dependents of active duty military personnel and civilian employees returning overseas in connection with a verified emergency.

(2) Active duty military personnel on annual leave.

(3) Retired military personnel.

ENCLOSURE (3)

(4) Students and acquired dependents.

(5) Other personnel as authorized by the Commandant of the Marine Corps. Reference (b) and (e) are applicable.

b. Reporting. Personnel desiring and eligible for appropriate space available travel should report to the space available travel section. Space available travel from CONUS is monitored and controlled by AMC.

c. Required Documents. The following documents must be in the possession of the traveler when reporting to the AMC terminal:

(1) Orders authorizing travel/leave papers.

(2) Immunization Record.

(3) Valid passport/visa (if required).

(4) Current DD Form 1173, Identification and Privilege Card (dependents).

(5) Current DD Form 2 (Active), Geneva Conventions Identification Card (service member).

7. En Route Stops. Passengers are not allowed to terminate travel at any enroute point. All passengers must continue on the assigned flight to the destination to which they were port called.

ENCLOSURE (3)

MCLOGBASO 4650.1
28 May 99

TRANSPORTATION OF PRIVATELY-OWNED WEAPONS AND AMMUNITION
BY AIR MOBILITY COMMAND (AMC) AIRCRAFT

1. Weapons and Ammunition. Reference (c) provides guidance on the purchase and transportation of weapons and ammunition by DoD personnel. Because of the restrictions on importation of weapons and ammunition imposed by each country, personnel desiring to transport weapons and/or ammunition into a foreign country should contact the Passenger Control Point, extension 5817/5932.

ENCLOSURE (4)

BO 4650.4E
28 May 99

REQUEST FOR PORT CALL

SUBMIT IN DUPLICATE: All items must be completed. If items are not applicable, enter N/A in appropriate spaces.

FROM: BASE PERSONNEL OFFICER

Date:

TO: PASSENGER CONTROL POINT

SUBJ: REQUEST FOR PORT CALL

1. In accordance with the current edition of MCO 4650.30, overseas transportation arrangements are requested as follows:

- (1) Full name _____ (2) ☐ Male ☐ Female
(3) Grade/Title _____ SSN _____ MOS _____
(4) Seats required _____ (5) Special Passenger Category _____ (6) Acct Handling _____
(7) Excess Baggage _____ (8) Transportation Movement Priority _____
(9) Type Travel _____ (10) Availability Date _____
(11) Availability Date Code _____ (12) Mandatory Departure Date _____
(13) Origin Station _____
(14) Availability Point _____
(15) Overseas Destination _____
(16) Authority for Movement _____
(17) Anticipated Leave Date _____ (18) Anticipated Detachment Date _____
(19) Leave Address _____ (20) Duty No. _____
_____ Tel. No. _____
(21) TAD Location _____ (22) TAD Dates _____

(23) Additional Passengers (Group Travel)

NAME	GRADE	SSN	MOS

(24) Dependents' Travel

NAME	RELATIONSHIP	DATE OF BIRTH OF CHILDREN

ENCLOSURE (5)

BO 4650.4E
28 May 99

REQUEST FOR PORT CALL

SUBMIT IN DUPLICATE: All items must be completed. If items are not applicable, enter N/A in appropriate spaces.

FROM: BASE PERSONNEL OFFICER

Date:

TO: PASSENGER CONTROL POINT

SUBJ: REQUEST FOR PORT CALL

1. In accordance with the current edition of MCO 4650.30, overseas transportation arrangements are requested as follows:

- (1) Full name _____ (2) ☐ Male ☐ Female
(3) Grade/Title _____ SSN _____ MOS _____
(4) Seats required _____ (5) Special Passenger Category _____ (6) Acct Handling _____
(7) Excess Baggage _____ (8) Transportation Movement Priority _____
(9) Type Travel _____ (10) Availability Date _____
(11) Availability Date Code _____ (12) Mandatory Departure Date _____
(13) Origin Station _____
(14) Availability Point _____
(15) Overseas Destination _____
(16) Authority for Movement _____
(17) Anticipated Leave Date _____ (18) Anticipated Detachment Date _____
(19) Leave Address _____ (20) Duty No. _____
_____ Tel. No. _____
(21) TAD Location _____ (22) TAD Dates _____

(23) Additional Passengers (Group Travel)

NAME	GRADE	SSN	MOS

(24) Dependents' Travel

NAME	RELATIONSHIP	DATE OF BIRTH OF CHILDREN

ENCLOSURE (5)

(25) EAS _____ (26) PEBD _____
 (27) Expected Delivery Date _____ (28) Country of Wife's Citizenship _____
 (29) Dependent's Area Clearance _____
 (30) Sponsor's LTD _____ Sponsor's RTD _____
 (31) Passport Information _____
 (32) MCC No. _____ (33) QSN _____
 (34) Remarks _____

SIGNATURE: _____

PRIVACY ACT STATEMENT

1. AUTHORITY: MCO 4650.30
2. PRINCIPAL PURPOSE: Requests for port call (reservations and overseas transportation arrangements) from CONUS to overseas destinations.
3. ROUTINE USES: N/A
4. The original of the port call is submitted (in writing) to the Passenger Control Point, Marine Corps Logistics Base, Albany, Georgia, and one copy is filed. On receipt of the port call request at the Passenger Control Point, contact is made with the Military Airlift Command for reservations. Disclosure of name, sex, grade/title, social security number and MOS is mandatory.

ENCLOSURE (5)